

FESTIVAL OF TREES 2016

MONDAY NOVEMBER 28 – SUNDAY DECEMBER 11

WEEKDAYS 9:00AM – 4:00PM; THURSDAYS UNTIL 5:30PM

WEEKENDS 11:00AM – 3:00PM

Thank you for joining our annual Festival of Trees. We look forward having your tree (tree, wreath or display) displayed at City Hall. Below are the setup dates and times as well as the guidelines. Placement is on a first come first serve basis. **Please see me prior to set-up.**

SET-UP DATES: NOVEMBER 21 – 23, 9:00AM TO 4:00PM

- All trees should be artificial and be no more than 8' tall. If you plan to use a tree under 5' tall please consider placing it on a pedestal.
- All items placed with your tree will be considered part of the tree unless marked "for display only" (pedestal, wrapped boxes, etc.). If you plan to decorate a wreath please bring an easel for it to be displayed on.
- Your display should have a holiday theme or a theme that reflects your business or personal interest. It's completely up to you as long as it's appropriate for a family event.
- All items must be suitable for someone's home, office, or business.
- Code does not allow the use of unwrapped edible items, spray adhesives, loose glitter, confetti, or other loosely sprinkled items. Ornaments can be glittered or sprayed as long as it is done before you come to set up your tree. Degradable items such as candy or gingerbread should be wrapped or sealed with varnish.
- Remember that all displays will be removed after the festival, so it is important that all decorations are securely attached.
- Sponsors are responsible for complete set-up at Tata Auditorium at City Hall. Overflow locations will be provided in the event that additional display space is needed.
- All sponsors will be acknowledged on individual tree signage, Festival of Trees program, and promotional material.
- Please bring a stepladder, extension cord, or other equipment you will need to decorate your tree.

Viewer Voting will be for first, second, and third place winners. Both voting and auction winners will be publicized. If your tree is not bid on you will have the option donating it to a local charity, a nursing home, or retaining for your own use.

Proceeds from the Festival of Trees will benefit the Mayor's Fuel Assistance Program and Leominster events.

Please feel free to contact me with any questions. Thank you for your support!

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